



STATE OF NEW JERSEY

SCHOOLS DEVELOPMENT AUTHORITY**Job Description**

Job Title:	Vendor Analyst	Requisition # 2014-25
Division:	Risk Management and Vendor Services	
Reports To:	Director – Risk Management and Vendor Services	
Grade Level:	H15	
Salary:	\$48,000 - \$60,000	
FLSA Status:	Exempt <input checked="" type="checkbox"/>	
Employment Status:	Full Time <input checked="" type="checkbox"/>	

Job Summary

Coordinates the processes for one or more of the following: 1) pre-qualification/classification, 2) OCIP enrollment, 3) subcontractor approval, 4) certified payroll 5) contractor performance evaluations 6) SBE and workforce compliance for the school program. Responsibilities include planning, organizing and developing methods and procedures; coordinating program activities; exercising control over specific functions or phases of a program; modifying and updating existing processes as necessary. As requested, may execute any process within the division upon assignment. Residency in New Jersey is a requirement for consideration for this position in accordance with the New Jersey First Act.

Essential Duties and Responsibilities

1. Coordinates activities relating to consultant and contractor prequalification/classifications, OCIP enrollment, subcontractor approvals, certified payroll, contractor performance evaluations and SBE and workforce compliance
2. Reviews applications/enrollments for completeness, uniformity and accuracy
3. Establishes and maintains the data, records and files related to the unit for electronic and paper systems
4. Prepares monthly, quarterly, semi-annual and annual reports detailing compliance data
5. Communicates effectively with Intra-divisional departments, Department of Treasury, Division of Law, contractors, consultants and others
6. Prepares recommendations regarding modifications to the existing processes, offering improvements to processing time or quality of processing
7. Provides rapid response to questions and status of applications, enrollments and evaluations, with thorough understanding of the processes and impacts within all Divisions of the school program
8. Advances requests for hearings and other legal affair issues through the established process
9. Researches and handles special projects upon assignment with minimal supervision
10. Attends pre-bid/pre-construction meetings to convey SDA's mission and correct procedures for compliance as required.

Required Skills and Abilities

1. Excellent communication skills, both oral and written, with an ability to establish and maintain cooperative working relationships with associates and clients
2. Excellent research, organizational, and analytical skills
3. Ability to manage multiple projects simultaneously
4. Detail oriented with the ability to prepare clear, technically sound, accurate and comprehensive reports containing findings, conclusions and recommendations

Required Education and Experience

1. Bachelor's degree in business related field or five years relevant business experience
2. Proficient in Word and Excel; Candidate must be able to learn and utilize various information systems used by the SDA

Physical Demands

Minimal

Certificates and Licenses Required

Not required